

SEARCHING AND SORTING

This section provides the ability to search, filter, and sort the sales file to assist you in locating and formatting particular information that you may want to be reviewing.

1. Column heading options: Sorting, filtering, and column selection options can be applied to the report by clicking on the column header.
 - a. To add filters using the report column headings, select one or more columns that you want to filter on, and make selection from the available column values listed on the dropdown list (**note, you can type in value to limit selection list**).
- i.e. To filter on Book and Pageno, complete the steps shown in following screen prints.

i. Add filter for Book.

Click 'Book' column heading to bring up dropdown box.
Click on value you want to filter on (i.e. '2007').

To limit options in dropdown selection list, type in the value that you want to filter on (i.e. '2007').

Cnty	Book	Pageno	Saledate	Posted	Saleid	Locationid	Geo	Assrloc	Val Grp	Township	Subdivision	Multi Parcel	Combo Parcel	Qualified	Range
01				09/21/2006	06017357	010007693	3767	HASTINGS	-		1371	N	N	1	-
01				09/25/2006	06017358	010006376	3765	HASTINGS	-		1310	N	N	1	-
01	2006											N	N	4	-
01	2007											N	N	1	-
01	2008											N	N	1	-
01	2009											N	N	1	-
01	2010											N	N	1	-
01	2011											N	N	1	-
01	20114											N	N	3	-
01	2006	3427	07/31/2006	10/19/2006	06017369	010000046	3665	HANSEN	-		101	N	N	1	-

ii. Add filter for Pageno.

Click 'Pageno' column heading to bring up dropdown box.
Click on value you want to filter on (i.e. '1072').

Book = '2007'

Cnty	Book	Pageno	Saledate	Posted	Saleid	Locationid	Geo	Assrloc	Val Grp	Township	Subdivision	Multi Parcel	Combo Parcel	Qualified	Range
01	2007				007	06064637	010004584	3895	-	-	-	N	N	4	-
01	2007				007	06064638	010004584	3895	-	-	-	N	N	4	-
01	2007	1003			007	06064639	010007726	3767	HASTINGS	-	1371	N	N	1	-
01	2007	1018			007							N	N	1	-
01	2007	1031			007							N	N	1	-
01	2007	1046			007							N	N	1	-
01	2007	106			007							N	N	4	-
01	2007	1062			007	06064643	-	-	-	-	-	N	N	-	-
01	2007	1072			007	06064644	010007519	3767	HASTINGS	01	1353	N	N	1	-
01	2007	1089			007	06064645	010008802	3767	HASTINGS	-	1415	N	N	1	-
01	2007	109			007	06064646	010017218	3771	-	-	0464	N	N	4	-
01	2007	1091			007							N	N	4	-

iii. Filters and report meeting filter criteria displayed.

Selected filters for Book and Pageno are displayed here and record(s) meeting filter criteria are displayed in the report.

Cnty	Book	Pageno	Saledate	Posted	Saleid	Locationid	Geo	Assrloc	Val Grp	Township	Subdivision	Multi Parcel	Combo Parcel	Qualified	Range
01	2007	1072	03/15/2007	05/17/2007	07005932	010012955	3765	HASTINGS	-	1598	N	N		1	-

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b. To change filters using the report column headings, select one or more columns that you want to change the filter on, and make selection from the available column values listed on the dropdown list.

i.e. To change Pageno filter value, complete the steps shown in following screen prints.

i. Add new filter for Pageno.

1003
1018
1031
1046
106
1062
1072
1083
1089
109
1091

ii. Filters and report meeting filter criteria displayed.

Selected filters for Book and Pageno, both active (checked) and inactive (unchecked), are displayed here, and record(s) meeting filter criteria are displayed in the report. Active filter options can be changed by checking and unchecking selected filters.

Note, the active filters Book = '2007', and Pageno = '109' have checks in the checkboxes. The previously selected Pageno = '1072' is unchecked.

To remove filter option completely, click on the red 'X'.

Cnty	Book	Pageno	Saledate	Posted	Saleid	Locationid	Geo	Assrloc	Val Grp	Township	Subdivision	Multi Parcel	Combo Parcel	Qualified	Range
01	2007	109	12/22/2006	04/03/2007	06064647	010012955	3765	HASTINGS	-	1598	N	N		3	-

c. The column headers can also be used to add a sort to the column or to remove a column from the report list.

i. Sort by column values.

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Cnty	Book	PageNo	SaleDate	Posted	SaleId	Locationid	Geo	Assrloc	Val Grp	Township	Subdivision	Multi Parcel	Combo Parcel	Qualified	Range
01	2009	3479	07/01/2000	06/20/2012	00130473				-	-	1674.	N	N	4	-
01	2010	2762	04/14/2000	06/20/2012	00130481				-	-	1334.	N	N	4	-
01	2010	4764	09/01/2000	06/20/2012	00130496				-	-	4201-	Y	N	4	-
01	MH2013	66	08/18/2000	05/29/2013	00199294				-	-	-	N	N	-	-
01	2009	287	10/04/2001	06/20/2012	01130460				-	-	4201.	N	N	4	-
01	2009	288	10/04/2001	06/20/2012	01130461				-	-					
01	2011	3899	09/30/2001	06/20/2012	01131047				-	-					
01	MH2012	9	05/03/2003	06/20/2012	03130687				-	-					
01	2011	3100	11/11/2003	10/11/2012	03151640				-	-	1419.	N	N	-	-
01	2009	4899	12/29/2005	06/20/2012	05130465				-	-	1452.	N	N	4	-

Click on column heading and select up or down arrow to add ascending or descending sort on column.

ii. Remove column from report.

Go Rows 15 Actions

Cnty	Book	PageNo	SaleDate	Posted	SaleId	Locationid	Geo	Assrloc	Val Grp	Township	Subdivision	Multi Parcel	Combo Parcel	Qualified	Range
01	2012	5476	10/30/2012	02/20/2013	12162426	010000001	3665	RURAL	-				N	4	-
01	2013	5074(B	12/10/2013	02/04/2014	13233680	010000008	3665	RURAL	-				N	4	-
01	2012	3438	08/16/2012	09/11/2012	12146338	010000013	3665	RURAL	15				N	1	-
01	2013	3141	07/30/2013	08/19/2013	13212399	010000026	3665	PROSSER	20				N	1	-
01	2008	4577	10/31/2008	01/26/2009	08026371	010000035	3665	PROSSER	15				N	4	-
01	2008	4039	09/26/2008	11/13/2008	08020916	010000036	3665	PROSSER	15				N	4	-
01	2014	4238	11/21/2014	12/22/2014	14308155	010000036	3665	PROSSER	20				N	4	-

Click on column heading and select icon with red 'X' to remove column from report.

iii. Report meeting sort criteria, with specified column omitted, is displayed.

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Cnty	Book	PageNo	SaleDate	Posted	SaleId	Locationid	Geo	Assrloc	Val Grp	Subdivision	Multi Parcel	Combo Parcel	Qualified	Range
01	2012	5476	10/30/2012	02/20/2013	12162426	010000001	3665	RURAL	-	4200.	N	N	4	-
01	2013	5074(B	12/10/2013	02/04/2014	13233680	010000008	3665	RURAL	-	4200-	N	N	4	-
01	2012	3438	08/16/2012	09/11/2012	12146338	010000013	3665	RURAL	15	0105.	N	N	1	-
01	2013	3141	07/30/2013	08/19/2013	13212399	010000026	3665	PROSSER	20	000.0	N	N	1	-
01	2008	4577	10/31/2008	01/26/2009	08026371	010000035	3665	PROSSER	15	0404.	N	N	4	-
01	2008	4039	09/26/2008	11/13/2008	08020916	010000036	3665	PROSSER	15	0404.	N	N	4	-
01	2014	4238	11/21/2014	12/22/2014	14308155	010000036	3665	PROSSER	20	0404.	N	N	4	-
01	2011	3372	08/26/2011	06/20/2012	11130903	010000040	3665	PROSSER	15	0404.	N	N	4	-
01	2015	2015	06/24/2015	08/05/2015	15343992	010000043	3665	PROSSER	15	0404.	N	N	4	-
01	2006	3129	07/11/2006	09/27/2006	07000024	010000045	3663	HANSEN	10	00106	N	N	1	-
01	2006	3129	07/11/2007	09/11/2012	07146126	010000045	3665	PROSSER	10	00106	N	N	1	-
01	2006	3427	07/31/2006	10/19/2006	06017369	010000046	3665	HANSEN	10	00106	N	N	1	-
01	2007	529	07/31/2006	04/09/2007	06106193	010000050	5-01	RURAL	10	00106	N	N	1	-
01	2010	2033	05/20/2010	09/24/2010	10S14848	010000062	3665	SUBURBAN	10	00106	N	N	1	-
01	2006	3803	08/18/2006	06/26/2007	06021500	0100000627	3663	HASTINGS	10	00106	N	N	1	-

Up arrow by Locationid column indicates that column is sorted ascending by Locationid.

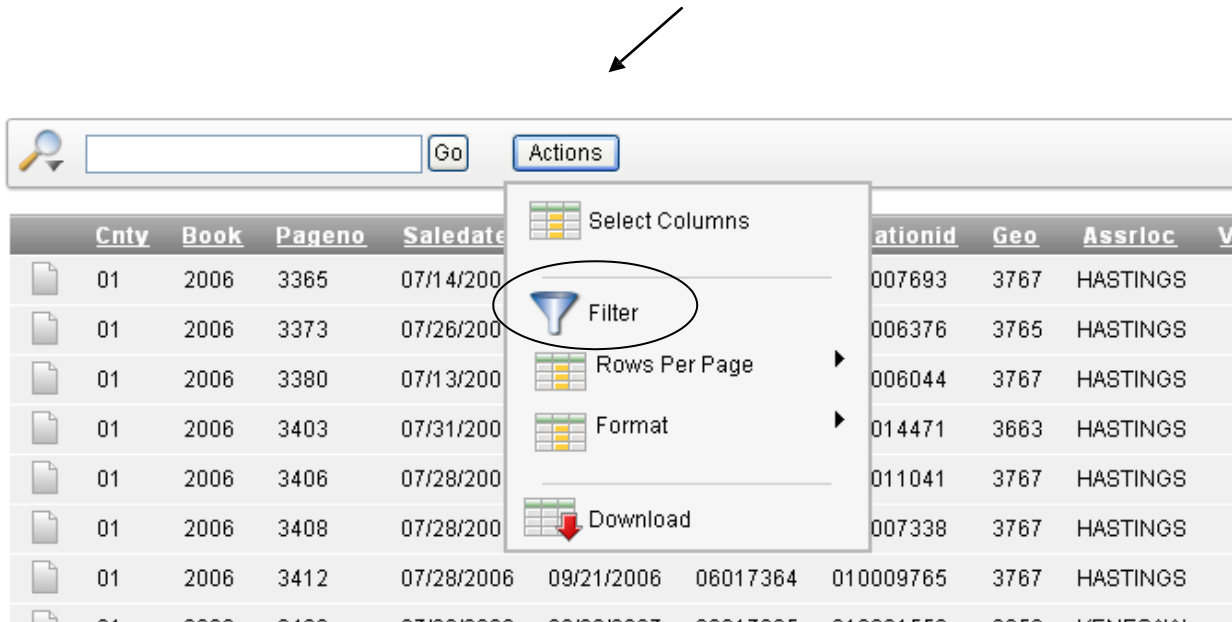
Township column is not displayed on report.

iv. To modify sort order or to change sort column, repeat step i above. Removing the sort from the column completely or to adding removed columns back to report must be done through the 'Actions' button options. See steps below for information on using the 'Actions' button's options.

2. Actions button options: Select 'Actions' button to add sorting, filtering, and column selection options.

a. To add filters.

i. Select 'Actions' button and select 'Filter' from dropdown list.

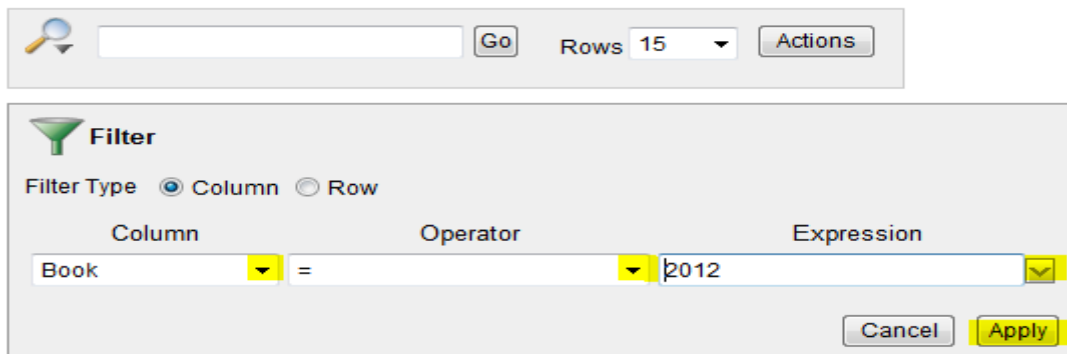


ii. Select the column from Column dropdown list (i.e. 'Book') and the operator from the Operator dropdown list (i.e. '=') and the expression from the Expression dropdown list (i.e. '2012'). Then Select 'Apply'.

Report with specified filtering will then display.

Repeat this step for all columns that you want to filter on.

To clear filter, click on the 'X' icon.



Cnty	Book	Pageno	Saledate	Posted	Saleid	Locationid	Geo	Assrloc	Val Grp	Subdivision	Multi Parcel	Combo Parcel	Qualified	Range
01	2012	19	12/29/2011	06/20/2012	11130484	010005132	3893	HOLSTEIN	20	1001.	N	N	1	-
01	2012	1569	04/17/2012	06/20/2012	12130516	010010751	3767	HASTINGS	01	1521.	N	N	1	-
01	2012	1570	04/13/2012	06/20/2012	12130517	010010153	3767	HASTINGS	01	1478-	N	N	4	-
01	2012	1575	03/27/2012	06/20/2012	12130518	010012730	3765	HASTINGS	01	593.0	N	N	4	-
01	2012	1550	04/13/2012	06/20/2012	12130519	010010256	3767	HASTINGS	01	1493.	N	N	1	-
01	2012	1552	04/13/2012	06/20/2012	12130520	010008048	3767	HASTINGS	01	1375.	N	N	1	-
01	2012	1583	03/06/2012	06/20/2012	12130521	010006905	3765	HASTINGS	01	1332.	N	N	4	-
01	2012	1585	04/13/2012	06/20/2012	12130522	010015538	3765	HASTINGS	01	1705-	N	N	1	-
01	2012	1588	02/28/2012	06/20/2012	12130523	010010914	3767	HASTINGS	01	1529.	N	N	4	-
01	2012	1609	02/03/2012	06/20/2012	12130524	010009299	3767	HASTINGS	01	1443.	N	N	1	-
01	2012	1611	04/18/2012	06/20/2012	12130525	010017123	3897	RURAL	15	0775.	N	N	4	-
01	2012	1615	03/09/2012	06/20/2012	12130526	010013317	3767	HASTINGS	01	604.0	N	N	4	-
01	2012	1616	04/19/2012	06/20/2012	12130527	010013317	3767	HASTINGS	01	604.0	N	N	1	-
01	2012	1627	04/06/2012	06/20/2012	12130528	010009125	3767	HASTINGS	01	1439.	N	N	4	-
01	2012	1628	04/20/2012	06/20/2012	12130529	010017332	3663	HASTINGS	01	00218	N	N	1	-

- b. To Add/Remove column to/from report, click 'Actions' button, and then click 'Select Columns' option to indicate columns to be added or removed. Move the fields to 'Do Not Display' or to 'Display in Report' sections as needed. You can also move the fields up or down to change the order. Then click 'Apply' button.

Search: Go

Actions

- Select Columns
- Filter
- Rows Per Page
- Format
- Download

Cnty	Book	Pageno	Saledate
04	28	232	07/25/2006
04	28	253	08/16/2006
04	28	245	08/08/2006
04	28	233	08/02/2006
04	28	257	08/08/2006
04	28	256	08/16/2006

Select Columns

Do Not Display

Book

Pageno

Saledate

Posted

Saleid

Locationid

Geo

Assrloc

Val Grp

Display in Report

Cancel Apply

- c. To sort the columns, move mouse to 'Format' arrow and then the 'Sort' option. Select fields in the dropdown lists under the Column heading to add or remove sorted columns. Choose ascending or descending for each column under the Direction heading, and the null sort option from the Null Sorting heading options. Click 'Apply' button when all sorting options have been selected.

